

CANDIDATE PACK

ROLE:

CLIMATE ACTION HUB LEAD
OFFICER

West Dunbartonshire CVS

info@wdcvs.com



Who we are

West Dunbartonshire CVS is a social action support agency and the recognised Third Sector Interface for the local authority area.

Our Vision: Our vision is of a community and third sector that is recognised as strong, vital and resilient, and is valued for its delivery of positive outcomes for local people.

Our Mission: Our mission is to support, empower, challenge and inspire the third sector to enable change for a stronger, more equal West Dunbartonshire; reducing vulnerability, inequality, improving quality of life and creating more resilient and prosperous communities. We recognise the richness and creativity of a diverse society and work collaboratively to address inequality that may exclude or constrain the opportunities of many individuals, groups and communities from full participation in civil society.

Our Strategic Objectives

In order to work towards our vision and mission, the following strategic objectives will underpin our activities:

Strong, diverse and well connected third sector

We will actively promote sector interdependence, participation and engagement opportunities, developing communities of practice and promoting positive deliberations and dialogue

High quality, member-driven service portfolio

We will provide a range of intervention-based services offering resilience support, review and growth pathways, and enabling peer learning & collaboration

Initiatives supporting communities and neighbourhoods

We will co-produce initiatives and services focused on empowering communities and inspiring local action, addressing inequality and need

Credible, influential sector voice

We will use our evidence base, resulting from participation and engagement to positively represent the interests of the sector and influence policy and practice

Strong, transparent and sustainable organisation

We will be a continually improving, enterprising and quality driven agency; recognised for our diverse and sustainable income streams and strong governance.

The role: Climate Action Hub Lead Officer

Starting salary: £28,000 pa Fixed Term 1 year

We are looking to recruit a Lead Officer to coordinate the implementation of a Climate Action Hub in West Dunbartonshire. The Hub, funded by Scottish Government, will form part of a strategic Scotland-wide network.

This post provides a unique opportunity for anyone with a passion for reducing the impacts of climate change and increasing the potential of empowered communities, to make a major contribution to forward planning and policy at local, regional and national levels.

The main functions of this role

1. Build and maintain effective relationships with Hub stakeholder organisations across West Dunbartonshire and other climate hubs across Scotland
2. Coordinate and facilitate local stakeholder meetings, to develop, deliver and monitor the hub annual action plan
3. Be responsible for reporting, monitoring and evaluation of progress towards hub delivery targets
4. Working with TSI colleagues, maintain a funding database and support sector applications
5. Engage in monthly meetings with the Scottish Government and quarterly with the Stakeholder Working Group
6. Conduct an ongoing mapping exercise to ensure communities needs and ambitions are known and include in hub planning
7. Operate a seed funding small grant scheme for community organisations
8. Deliver a programme of monthly training and awareness sessions
9. Undertake any other duties appropriate to the post in accordance with the needs of West Dunbartonshire CVS.

Person specification

The successful candidate will be someone who:

- Enjoys working in a community setting
- Is a passionate advocate for climate action and demonstrates commitment to driving positive outcomes
- Has prior experience of engaging individuals, volunteers and partners in social action projects
- Be able to work on your own initiative but effectively contribute to a wider staff team.

Essential criteria

The personal skills and attributes required for this post are:

- Degree or equivalent level experience in community development, social policy, social science, environmental protection and climate change, and community-scale renewable energy including heat networks in reference to climate change, or other relevant field.
- Background and/or work experience in working in the third sector
- Experience of project management and reporting
- Excellent understanding of what drives climate change and the key role of community led approaches to climate mitigation and adaptations
- Ability to convey messaging in an accessible way across a variety of audiences
- Ability to provide up to date, accurate and detailed information in reports & presentations which are accessible to a wide range of users and recipients
- Demonstrate sound judgement and discretion
- Commitment to developing specialist knowledge, skills and expertise to be an authoritative and credible voice
- Works to professional codes of practice, occupational standards
- Responsive to changing demands and priorities.

Posts at West Dunbartonshire CVS are graded within a four-level competency framework.

The framework provides a context to the role, the scope of responsibility, authority and professional behaviours. The role requires the following competence levels to be evidenced.

Competence	Level Required
Team Working	3
Leading, Supporting & Developing Others	4
Self-Awareness & Impact on Others	4
Reason, Judgement & Decision Making	4
Networking & Relationship Building	4
Developing Quality Services	3
Customer & Stakeholder Focus	4

We will assess candidates during the selection process in the following ways:

- Detail provided in the application form
- An on-the day interview scenario/case study exercise
- Interview using a pre-notified question set
- References from previous employers

Success in the Role

The key measures of success in the role at this time are:

- Delivery of the annual workplan
- Increased engagement in climate action activities
- Positive partnerships established, assessed via our annual partner/network survey
- Strong satisfaction level scored in annual review.

People and Benefits

We appreciate that our people are key to our impact. Our aim is to support a workplace that allows everyone to connect, share lived experiences and use their skills for the benefit of everyone across West Dunbartonshire. Our organisational plan recognises the need to resource our people to learn and grow; supporting both all-staff development initiatives, and individual learning. Our working policy supports a limited amount of hybrid working, in the context of service delivery needs.

We have up to date policies spanning all of our employer responsibilities and pride ourselves on an emphasis on staff wellbeing. Our standard terms and conditions include:

- 3-month probationary period
- 32 hour working week
- 25 days annual leave with 3-days required to support Christmas close-down
- 10-12 days public holiday per annum

How to apply

To apply, please submit your completed application form to: info@wdcvs.com.

We gather diversity data for monitoring purposes; data provided to us will not be associated with individual applications

Applicants will be shortlisted for interview by matching the details given in their application against the role description and person specification, alone.

We would therefore ask all applicants to provide clear evidence showing how your experience, skills and knowledge matches the role requirements as well as telling us why you are interested in the role.

Timetable

Closing date for applications: **25th July 2025**

Interviews: **5th August 2025** at our offices in Clydebank.